

DDA FORGERSY
89-34961

20 DEC 1984

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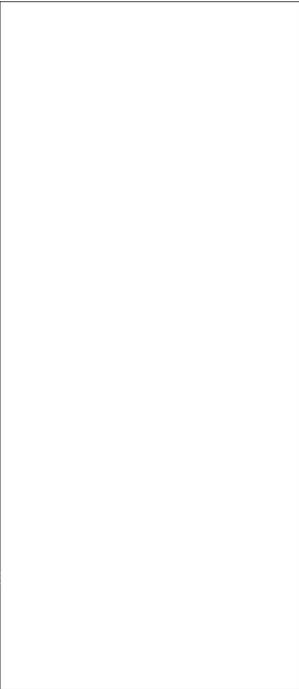
MEMORANDUM FOR: Director of Equal Employment Opportunity, OP/DA

VIA: Director of Personnel

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Location of the Office of Equal Employment Opportunity

REFERENCE: Memo for DDA via D/Pers fm D/EEO, dtd 26 Nov 84,
Same Subject



1. This memorandum is in response to your request that the Office of Equal Employment Opportunity be allowed to remain in the Chamber of Commerce Building or that it be relocated elsewhere outside the New Headquarters Building as a means of assuring the availability of adequate private and accessible space.

2. Some facts regarding the process by which space in the New Building is allocated and designed will, I think, make you more comfortable with taking up residence there. Initial office space allocations were, as you noted in the reference, based on General Schedule standards promulgated by the General Services Administration. This was done with each office moving to the New Building to facilitate the development of a rough block plan for building occupancy. The block plan is now complete, and the next phase, office fit-up, is underway. During this phase, the New Building Project Office is being assisted by a design team from the New Building architectural and engineering firm. Their purpose is to review, with the full participation of the concerned component, each workstation assigned during office fit-up for its overall suitability. It is at this time that workstation size, placement, partitioning, etc., is finally determined. This will be the case with your office.

3. I share your concerns regarding the availability of adequate private and accessible space, and I am convinced that the procedure described above will provide you and your clientele with the environment and facilities required.

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Harry E. Fitzwater

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OL/NBPO [] (12/12/84)

Distribution:

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OL 2145-84



87-4106

DEC 1984

ROUTING AND RECORD SHEET



OL 20529-84

SUBJECT: (Optional) DD/A Registry
 Location of the Office of Equal Employment Opportunity 84-3496

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FROM: EXTENSION NO.
 Director/EEO
 626 CofC

DATE
 26 November 1984

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ILLEGIB

TO: (Officer designation, room number, and building) DATE RECEIVED FORWARDED OFFICER'S INITIALS COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

| TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|---|---------------------------------|-----------|--------------------|---|
| | RECEIVED | FORWARDED | | |
| 1. Director of Personnel NOV | 29 NOV 1984 | | <i>[Signature]</i> | |
| 2. | | | | |
| 3. | | | | |
| 4. EO/DDA | 29 NOV 1984 | | <i>[Signature]</i> | |
| ADDA | 29 NOV 1984 | | <i>[Signature]</i> | |
| 5. DDA 7D18 Hqs | 30 NOV 1984 | | <i>[Signature]</i> | |
| 6. | | | | |
| 7. | | | | |
| 8. D/LOGISTICS | AED WR EO <i>[Signature]</i> | | | FOR ACTION |
| 9. | | | | PLS PREPARE RESPONSE FOR THE DDA'S SIGNATURE. |
| 10. <i>C/NBPO - Action pls</i> → | | | | SUSPENSE: 13 DECEMBER 1984 |
| 11. | | | | |
| 12. | | | | |
| 13. | | | | |
| 14. | | | | |
| 15. | | | | |

9/106
81-3176

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26 November 1984

MEMORANDUM FOR: Deputy Director for Administration

THRU: Director of Personnel

FROM: Avon O. Harding
Director of Equal Employment Opportunity

SUBJECT: Location of the Office of Equal Employment Opportunity

1. In November 1981 a decision was made to move the Office of Equal Employment Opportunity (OEEO) from its cramped quarters in the Headquarters Building to more spacious and private quarters in the Chamber of Commerce Building, where we are presently located. This decision was made to afford the EEO staff the space necessary to conduct its business in a completely professional manner, while protecting the confidentiality of those needing our services.

2. The Office is again faced with similar space constraints, as we are being asked to move to the "New Headquarters Building" upon its completion. Space is being allocated in this building based on the General Schedule (GS) grade of the individuals, rather than consideration for the services performed. In conjunction with the space constraints, which would require this Office to fit into approximately one half of its current space, we are also to move into the same general area assigned to the Director of Personnel and his staff.

3. The Director of Personnel and I agree that the move as planned would make it almost impossible to maintain the credibility and autonomy of this Office, and could result in the appearance of possible conflict of interest.

4. This move has many obvious drawbacks, with absolutely no benefits. My greatest concern, however, remains protecting the confidentiality of our constituents and the credibility of this Office.

5. I, therefore, request that this Office be permitted to remain in its present location or, if necessary, granted some other suitable location that would provide at a minimum the same space we now occupy, with the same accessibility and privacy for our constituents.



AVON O. HARDING

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